



ACCOUNTS RECEIVABLE INVOICE PROCESSING

Chapter 6 A/R Reports



CUSTOMER EVALUATION REPORT – ZCEV

Transaction ZCEV creates a report of all activity associated with a customer account. The report is broken down by reason code and displays beginning balances, payments and/or adjustments to the account. The report lists the aging for the accounts. This report also allows you to drilldown to the original invoice.



The screenshot shows the SAP 'Customer Evaluation Report' interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title is 'Customer Evaluation Report'. Below the title is a section for 'Selection Criteria for Customer Evaluation'. This section contains several input fields: 'Company code' (with 'ARK' entered), 'Period begin/end dates' (with '03/01/2003' and '03/31/2003'), 'Aging Date' (with '04/10/2003'), 'Business area' (with '0610'), 'Payment terms', 'Reason code', and 'Customer' (with '600000000' and '999999999'). To the right of these fields are buttons for 'to' and 'from'. Below this section is a 'Drill Down Selection Criteria at Customer View' section with two radio buttons: 'Display Doc. Numbers' (which is selected) and 'Display Cust. Report'. At the bottom right of the screen are buttons for 'ZCEV', 'sapqas', and 'OVR'. Annotations with arrows point to specific elements: 'Enter Company code ARK.' points to the 'Company code' field; 'Aging Date will default to current date.' points to the 'Aging Date' field; 'Selection Criteria will default to Display Doc. Numbers.' points to the 'Display Doc. Numbers' radio button; and 'Click to execute report.' points to the 'ZCEV' button.

Enter Company code ARK.

Aging Date will default to current date.

Selection Criteria will default to Display Doc. Numbers.

Click to execute report.

Selection Criteria must be entered:

- **Period beginning/end dates** – enter in the range of dates for which you wish to view. This would most often be a monthly range.
- **Business area** – enter in your business area.
- **Reason code** – leave blank.
- **Customer** – you must enter in a customer number. You may enter in one number or a range. If you would like to see all customer activity in your agency, enter the range as above in the screen print – 600000000 to 999999999.



Customer Evaluation Report

Report Name : ZFI6LR0001_CUSTOMR_EVAL
Report Ran By: DCBOLANDS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

RCode	Reason Description	Beg. Balance	New Charges	Receipts	Adjustments	Abatements	End. Balance
001	Accounts Receivable	5,887.76	0.00	0.00	0.00	0.00	5,887.76
IAT	INTER-AGCY TRNG FEE	36,552.56	0.00	0.00	0.00	0.00	36,552.56
		153,139.64	0.00	0.00	0.00	0.00	153,139.64
Total for 0610		195,579.96	0.00	0.00	0.00	0.00	195,579.96
Grand Total		195,579.96	0.00	0.00	0.00	0.00	195,579.96

Report Name : ZFI6LR0001_CUSTOMR_EVAL
Report Ran By: DCBOLANDS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

RCode	Reason Description	Current	31 to 60 Days	61 to 90 Days	91 to 1 Year	1 to 2 Years	2 to 3 Years
		0.00	0.00	0.00	5,887.76	0.00	0.00
001	Accounts Receivable	0.00	0.00	0.00	36,552.56	0.00	0.00
IAT	INTER-AGCY TRNG FEE	0.00	0.00	0.00	13,139.64	140,000.00	0.00
Total for 0610		0.00	0.00	0.00	55,579.96	140,000.00	0.00
Grand Total		0.00	0.00	0.00	55,579.96	140,000.00	0.00

ZCEV sapqas OVR

The top half of the screen displays total activity by reason code.
The bottom half of the screen displays aging by reason code.



SAP

Customer Evaluation Report

Report Name : ZFIGLR0001_CUSTOMER_EVAL
Report Ran By: DCBOLANOS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

RCode	Reason Description	Beg. Balance	New Charges	Receipts	Adjustments	Abatements	End. Balance
001	Accounts Receivable	5,887.76	0.00	0.00	0.00	0.00	5,887.76
IAT	INTER-AGCY TRNG FEE	36,552.56	0.00	0.00	0.00	0.00	36,552.56
		153,139.64	0.00	0.00	0.00	0.00	153,139.64
Total for 0610		195,579.96	0.00	0.00	0.00	0.00	195,579.96
Grand Total		195,579.96	0.00	0.00	0.00	0.00	195,579.96

Report Name : ZFIGLR0001_CUSTOMER_EVAL
Report Ran By: DCBOLANOS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

RCode	Reason Description	Current	31 to 60 Days	61 to 90 Days	91 to 1 Year	1 to 2 Years	2 to 3 Years
		0.00	0.00	0.00	5,887.76	0.00	0.00
001	Accounts Receivable	0.00	0.00	0.00	36,552.56	0.00	0.00
IAT	INTER-AGCY TRNG FEE	0.00	0.00	0.00	13,139.64	140,000.00	0.00
Total for 0610		0.00	0.00	0.00	55,579.96	140,000.00	0.00
Grand Total		0.00	0.00	0.00	55,579.96	140,000.00	0.00

Select a line and double click or click the magnifying glass.

ZCEV sapqas OVR

To display further details for a specific line, double click on the line.



Customer Evaluation Report

Report Name : ZFI6LR0001_CUSTOM_EVAL
Report Ran By: DCBOLANOS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

RCode	Customer Number	Beg. Balance	New Charges	Receipts	Adjustments	Abatements	End.
001	600000000 Christopher Robinson	16,867.55	0.00	0.00	0.00	0.00	
001	600000001 Larry Leisurely	214.23	0.00	0.00	0.00	0.00	
001	600000002 Matthew Perrysauce	159.23	0.00	0.00	0.00	0.00	
001	600000003 Olive Payday	45.73	0.00	0.00	0.00	0.00	
001	600000004 Wilma Wonka	98.23	0.00	0.00	0.00	0.00	
001	600000005 Stephanie King	8.73	0.00	0.00	0.00	0.00	
001	600000006 Tommy Crews	8.73	0.00	0.00	0.00	0.00	
001	600000007 Eddie Munsteur	209.99	0.00	0.00	0.00	0.00	
001	600000008 Serendipity Amusement	8.73	0.00	0.00	0.00	0.00	
001	600000009 Noelle Christmas	8.73	0.00	0.00	0.00	0.00	
001	600000010 Louis Lewis	8.73	0.00	0.00	0.00	0.00	
001	600000011 Elton Johnson	8.73	0.00	0.00	0.00	0.00	
001	600000012 Lucille Tall	8.73	0.00	0.00	0.00	0.00	
001	600000013 Rosie Cheeks	8.73	0.00	0.00	0.00	0.00	
001	600000014 Tim Sollock	8.73	0.00	0.00	0.00	0.00	
001	600000015 Maxwell Brainy	8.73	0.00	0.00	0.00	0.00	
001	600000016 Shelby LaRue	8.73	0.00	0.00	0.00	0.00	
001	600000017 Mark O. Polo	8.73	0.00	0.00	0.00	0.00	
001	600000018 Shorty Tall	8.73	0.00	0.00	0.00	0.00	
001	600000019 B. B. Queen	8.73	0.00	0.00	0.00	0.00	
001	600000020 Clark Cable	97.73	0.00	0.00	0.00	0.00	
001	600000021 K.C. Athebat	8.73	0.00	0.00	0.00	0.00	
001	600000022 John Linen	8.73	0.00	0.00	0.00	0.00	
001	600000023 Camaro Dazzle	8.73	0.00	0.00	0.00	0.00	
001	600000024 Woody Nickel	8.73	0.00	0.00	0.00	0.00	
001	600000025 Ron Payne	8.73	0.00	0.00	0.00	0.00	
001	600000026 June Clover	8.73	0.00	0.00	0.00	0.00	
001	600000027 Hal Jolson	8.73	0.00	0.00	0.00	0.00	
001	600000028 Sally Parton	8.73	0.00	0.00	0.00	0.00	

ZCEV sapqas OVR

The top of this screen is a breakdown by customer of the line item selected.



Customer Evaluation Report									
001	998061012	Dept. of Basic Educat	130.00	0.00	0.00	0.00	0.00	0.00	
001	998061017	Dept. of Agricultural	45.00	0.00	0.00	0.00	0.00	0.00	
001	998061018	Dept. of Clay and Con	514.00	0.00	0.00	0.00	0.00	0.00	
Total for 0610			36,552.56	0.00	0.00	0.00	0.00	0.00	
Grand Total			36,552.56	0.00	0.00	0.00	0.00	0.00	

Report Name : ZFI6LR0001_CUSTOMER_EVAL				Accounts Receivable			
Report Ran By: DCB0LANDOS				Customer Evaluation Report			
				For Period 03/01/2003 - 03			

RCode	Customer Number	Current	31 to 60 Days	61 to 90 Days	91 to 1 Year	1 to 2 Years	2 to
001	600000000 Christopher Robinson	0.00	0.00	0.00	16,867.55	0.00	
001	600000001 Larry Leisurely	0.00	0.00	0.00	214.23	0.00	
001	600000002 Matthew Perrysauce	0.00	0.00	0.00	159.23	0.00	
001	600000003 Olive Payday	0.00	0.00	0.00	45.73	0.00	
001	600000004 Wilma Wonka	0.00	0.00	0.00	98.23	0.00	
001	600000005 Stephanie King	0.00	0.00	0.00	8.73	0.00	
001	600000006 Tommy Crews	0.00	0.00	0.00	8.73	0.00	
001	600000007 Eddie Munsteur	0.00	0.00	0.00	209.99	0.00	
001	600000008 Serendipity Amusement	0.00	0.00	0.00	8.73	0.00	
001	600000009 Noelle Christmas	0.00	0.00	0.00	8.73	0.00	
001	600000010 Louis Lewis	0.00	0.00	0.00	8.73	0.00	
001	600000011 Elton Johnson	0.00	0.00	0.00	8.73	0.00	
001	600000012 Lucille Tall	0.00	0.00	0.00	8.73	0.00	
001	600000013 Rosie Cheeks	0.00	0.00	0.00	8.73	0.00	
001	600000014 Tim Sollock	0.00	0.00	0.00	8.73	0.00	
001	600000015 Maxwell Brainy	0.00	0.00	0.00	8.73	0.00	
001	600000016 Shelby LaRue	0.00	0.00	0.00	8.73	0.00	
001	600000017 Mark O. Polo	0.00	0.00	0.00	8.73	0.00	
001	600000018 Shorty Tall	0.00	0.00	0.00	8.73	0.00	
001	600000019 B. B. Queen	0.00	0.00	0.00	8.73	0.00	

The bottom half of the screen is aging of the line item by customer.



List Edit Goto System Help									
Customer Evaluation Report									
001	998061012	Dept. of Basic Educat	130.00	0.00	0.00	0.00	0.00	0.00	
001	998061017	Dept. of Agricultural	45.00	0.00	0.00	0.00	0.00	0.00	
001	998061018	Dept. of Clay and Con	514.00	0.00	0.00	0.00	0.00	0.00	
Total for 0610			36,552.56	0.00	0.00	0.00	0.00	0.00	
Grand Total			36,552.56	0.00	0.00	0.00	0.00	0.00	
Report Name : ZF16LR0001_CUSTOMER_EVAL Accounts Receivable Report Ran By: DCBOLANDOS Customer Evaluation Report For Period 03/01/2003 - 03									
RCode	Customer Number		Current	31 to 60 Days	61 to 90 Days	91 to 1 Year	1 to 2 Years	2 to	
001	600000000	Christopher Robinson	0.00	0.00	0.00	16,867.55	0.00		
001	600000001	Larry Leisurely	0.00	0.00	0.00	214.23	0.00		
001	600000002	Matthew Perrysauce	0.00	0.00	0.00	159.23	0.00		
001	600000003	Olive Payday	0.00	0.00	0.00	45.73	0.00		
001	600000004	Wilma Wonka	0.00	0.00	0.00	98.23	0.00		
001	600000005	Stephanie King	0.00	0.00	0.00	8.73	0.00		
001	600000006	Tommy Crews	0.00	0.00	0.00	8.73	0.00		
001	600000007	Eddie Munsteur	0.00	0.00	0.00	209.99	0.00		
001	600000008	Serendipity Amusement	0.00	0.00	0.00	8.73	0.00		
001	600000009	Noelle Christmas	0.00	0.00	0.00	8.73	0.00		
001	600000010	Louis Lewis	0.00	0.00	0.00	8.73	0.00		
001	600000011	Elton Johnson	0.00	0.00	0.00	8.73	0.00		
001	600000012	Lucille Tall	0.00	0.00	0.00	8.73	0.00		
001			0.00				0.00		
001			0.00				0.00		
001			0.00				0.00		
001			0.00				0.00		
001			0.00				0.00		
001			0.00				0.00		
001	600000019	B. B. Queen	0.00	0.00	0.00	8.73	0.00		
ZCEV sapqas OVR									

To view an individual customer account, highlight and double click or click the magnifying glass.

To display a specific customer's account, double click on the line.



Customer Evaluation Report

Report Name : ZFI6LR0001_CUSTOMER_EVAL
Report Ran By: DCBOLANDS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

Customer Number: 0600000000

BusA	Document #	Doc. Date	Doc. Amount	Reason Code
0610	18000014	08/05/2002	29.00 -	001
0610	18000015	05/05/2002	29.00 -	001
0610	18000016	08/05/2002	29.00 -	001
0610	18000370	06/01/2002	5.00	001
0610	18000371	09/01/2002	89.50	001
0610	18000372	06/01/2002	89.50	001
0610	18000379	06/01/2002	89.50	001
0610	18000382	06/01/2002	84.50	001
0610	18000691	06/30/2002	5,349.16	001
0610	18000745	07/03/2002	8.73	001
0610	18000998	06/30/2002	5,349.16	001
0610	18000999	06/30/2002	5,800.00	001
0610	18001121	09/01/2002	89.50	001
Total for 0610			16,867.55	001
Grand Total			16,867.55	001

ZCEV sapqas OVR

All open items for the customer will be displayed. To display a specific invoice, double click on the line.



Customer Evaluation Report

Report Name : ZFIGLR0001_CUSTOMER_EVAL
Report Ran By: DCBOLANOS

Accounts Receivable
Customer Evaluation Report
For Period 03/01/2003 - 03

Customer Number : 0600000000

BusA.	Document #	Doc. Date	Doc. Amount	Reason Code
0610	18000014	08/05/2002	29.00	001
0610	18000015	05/05/2002	29.00	001
0610	18000016	08/05/2002	29.00	001
0610	18000371	06/01/2002	5.00	001
0610	18000371	09/01/2002	89.50	001
0610	18000372	06/01/2002	89.50	001
0610	18000379	06/01/2002	89.50	001
0610	18000382	06/01/2002	84.50	001
0610	18000691	06/30/2002	5,349.16	001
0610	18000745	07/03/2002	8.73	001
0610	18000998	06/30/2002	5,349.16	001
0610	18000999	06/30/2002	5,800.00	001
0610	18001121	08/01/2002	89.50	001
Total for 0610			16,867.55	001
Grand Total			16,867.55	001

To view document overview, highlight and double click or click the magnifying glass.

ZCEV sapqas OVR



Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18000014	Company code	ARK	Fiscal year	2002
Doc. date	05/05/2002	Posting date	05/05/2002	Period	11
Doc.currency	USD				
Doc.head.text	Misc. fees				

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	12	6000000000	Christopher Robinson	0610		29.00-		Agency Accounts Receivable
2	40	4031090000	Miscellaneous Fees	0610	HSC6101	29.00	383201	

FB03 sapqas OVR



SAP

Document Overview

Doc.type : DR (Customer invoice) Normal document

Doc. number	18000014	Company code	ARK	Fiscal year	2002
Doc. date	05/05/2002	Posting date	05/05/2002	Period	11
Doc.currency	USD				
Doc.head.text	Misc. fees				

Item	PK	Account	Account short text	BA	Fund	Amount	Cost ctr	Text
1	12	6000000000	Christopher Robinson	0610		29.00-		Agency Accounts Receivable
2	40	4031090000	Miscellaneous Fees	0610	HSC6101	29.00	383201	

To view individual line items, highlight and double click or click the magnifying glass.

FB03 sapqas OVR



Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Customer: 600000000 Christopher Robinson G/L acc: 1130001000
CoCode: ARK 100 Acre Forest Road
State of Arkansas LITTLE ROCK Doc. no.: 18000014

Line Item 1 / Reverse invoice / 12
Amount: 29.00 USD
Tax code:

Additional details
Bus. area: 0610
Disc. base: 29.00 Disc. amount: 0.00 USD
Payt terms: NT30 Days/percent: 30 0.000 % 0 0.000 % 0
Bline date: 08/05/2002
Pmnt block:
Dunn. block:
Last dunned: 07/17/2002 1 Dunning key:
Assignment: 18000014 Dunning area:
Text: Agency Accounts Receivable Long text

FB03 sapqas OVR

Green arrow back to select another customer or to return to initial screen.



GL REPORT WITH CUSTOMER DATA - ZFIN

Transaction ZFIN is the only transaction that will display GL and customer data in the same report. Transaction ZFIN is also used to produce a report of Abatements with customer information.



GL REPORT WITH CUSTOMER DATA

Account number	5900008000	to		
Posting Date		to		
Business Area		to		
Fund		to		
Document Type		to		
Fiscal Year		to		
Document Number		to		

Enter Account number (s), posting Dates (if desired) and Business Area, execute.

This report may be generated for a single GL account, a group of selected GL accounts or a range of GL accounts.

Enter:

- Account Number – enter the desired GL Account Number or range of accounts numbers. For multiple single selections. click on the “multiple selection” arrow.
- Posting Date – enter a single date or range of posting dates
- Business Area – enter the four digit business area
- Fund – optional
- Document Type – optional
- Fiscal Year – current fiscal year
- Document Number – optional
- Click on the execute icon



SAP

List Edit Goto Settings System Help

GL Report With Customer Data

Choose Save Print preview

GL Report With Customer Data

ACCOUNT	BUS AREA	FUND	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMBER	POSTING DATE	EN
4047099000	06 0	HSC6101	998061005	Dept. of Computer Systems	DCBOLANOS	18001135	04/02/2003	04
				Dept. of Computer Systems	DCBOLANOS	18001131	04/01/2003	04
			998061008	Dept. of Human Solutions	DCBOLANOS	18001133	04/01/2003	04
			998061019	Dept. of Law Enforcement	DCBOLANOS	18001136	04/02/2003	04
4048002000		1440300	998061000	DEPT OF FUN & ADVENT...	JLDEBUSK	18000984	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000986	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000988	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000989	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000990	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000991	07/17/2002	07
				DEPT OF FUN & ADVENT...	JLDEBUSK	18000996	07/17/2002	07
		HSC6101	600000007	Eddie Munsteur	JLDEBUSK	18000038	05/31/2002	05
				Eddie Munsteur	JLDEBUSK	18000037	05/31/2002	05
			998061000	DEPT OF FUN & ADVENT...	JLDEBUSK	18000987	07/17/2002	07
4048003000		1440300	998061005	Dept. of Computer Systems	JLDEBUSK	18000690	06/30/2002	07
				Dept. of Computer Systems	JLDEBUSK	18000689	06/30/2002	07
				Dept. of Computer Systems	JLDEBUSK	18000687	06/30/2002	07

ZFIN sapqas OVR

Click to remove columns not needed.

All fields will display.

[illegible]

Columns can be removed from view by highlighting the line and clicking on the single arrow.



List Edit Goto Settings System Help

GL Report With Customer Data

Define Display Variants

Line 1

Column content	Pos.	Length
CLEARING DOC	12	13
COST CENTER	13	12

Line width 165

List width 165

Click.

Col. content	Lgth.
ACCOUNT	10
BUS AREA	9
USER NAME	11
ENTRY DATE	10
TEXT	4
REF KEY3	8
REASON CD	10
ORDER	6
WBS	4

Print preview

DOC NUMBER	POSTING DATE	EN
001135	04/02/2003	04
001131	04/01/2003	04
001133	04/01/2003	04
001136	04/02/2003	04
000984	07/17/2002	07
000986	07/17/2002	07
000988	07/17/2002	07
000989	07/17/2002	07
000990	07/17/2002	07
000991	07/17/2002	07
000996	07/17/2002	07
000038	05/31/2002	05
000037	05/31/2002	05
000987	07/17/2002	07
000690	06/30/2002	07
000689	06/30/2002	07
000687	06/30/2002	07

Copy

ZFIN sapqas OVR

Hidden fields will not be displayed on the report.



GL Report With Customer Data

Descending.

Ascending.

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMB...	POSTING DATE	AMOUNT	DOC TYPE	ASSIGNMENT	RE
1440300	6000000000	Christopher Robinson	18000891	06/30/2002	5,052.61-	DR	20020630	
1440300	998061000		18000998	06/30/2002	5,052.61-	DR	20020630	
1440300	998061000		18000999	06/30/2002	5,481.47-	DR	20020630	
1440300	998061000	DEPT OF FUN & ADVENT...	18000984	07/17/2002	3,400.00-	DR	20020717	
1440300	998061000		18000986	07/17/2002	3,500.00-	DR	20020717	
HSC6101	998061000		18000987	07/17/2002	3,400.00-	DR	20020717	TR
1440300	998061000		18000988	07/17/2002	3,198.47-	DR	20020717	
1440300	998061000		18000989	07/17/2002	3,400.00-	DR	20020717	
1440300	998061000		18000990	07/17/2002	2,700.00-	DR	20020717	TR
1440300	998061000		18000991	07/17/2002	2,967.82-	DR	20020717	
1440300	998061000		18000996	07/17/2002	2,700.00-	DR	20020717	TR
HSC6101	998061000		18001132	04/01/2003	200.00-	DR	20030401	
1440300	998061005	Dept. of Computer Systems	18000687	06/30/2002	5,000.00-	DR	20020630	
1440300	998061005		18000688	06/30/2002	5,000.00	DR	20020630	
1440300	998061005		18000689	06/30/2002	5,277.00-	DR	20020630	
1440300	998061005		18000690	06/30/2002	5,277.00	DR	20020630	
HSC6101	998061005		18001131	04/01/2003	150.00-	DR	20030401	
HSC6101	998061005		18001135	04/02/2003	25.00-	DR	20030402	

ZFIN sapqas OVR

Data may be sorted in ascending or descending order by selecting the column and clicking the appropriate sort icon.



SAP

List Edit Goto Settings System Help

GL Report With Customer Data

Choose Save

GL Report With Customer Data

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMB...	POSTING DATE	AMOUNT	DOC TYPE	ASSIGNMENT	RE
1440300	600000000	Christopher Robinson	18000691	06/30/2002	5,052.61-	DR	20020630	
1440300	600000000		18000998	06/30/2002	5,052.61-	DR	20020630	
1440300	600000000		18000999	06/30/2002	5,481.47-	DR	20020630	
1440300	998061000	DEPT OF FUN & ADVENT...	18000984	07/17/2002	3,400.00-	DR	20020717	
1440300	998061000		18000986	07/17/2002	3,500.00-	DR	20020717	
HSC6101	998061000		18000987	07/17/2002	3,400.00-	DR	20020717	TR
1440300	998061000		18000988	07/17/2002	3,198.47-	DR	20020717	
1440300	998061000		18000989	07/17/2002	3,400.00-	DR	20020717	
1440300	998061000		18000990	07/17/2002	2,700.00-	DR	20020717	TR
1440300	998061000		18000991	07/17/2002	2,967.82-	DR	20020717	
1440300	998061000		18000996	07/17/2002	2,700.00-	DR	20020717	TR
HSC6101	998061000		18001132	04/01/2003	200.00-	DR	20030401	
1440300	998061005	Dept. of Computer Systems	18000687	06/30/2002	5,000.00-	DR	20020630	
1440300	998061005		18000688	06/30/2002	5,000.00	DR	20020630	
1440300	998061005		18000689	06/30/2002	5,277.00-	DR	20020630	
1440300	998061005		18000690	06/30/2002	5,277.00	DR	20020630	
HSC6101	998061005		18001131	04/01/2003	150.00-	DR	20030401	
HSC6101	998061005		18001135	04/02/2003	25.00-	DR	20030402	

ZFIN sapqas OVR

Data may be subtotaled by selecting the column description to be subtotaled then clicking on the subtotal icon.



SAP

List Edit Goto Settings System Help

GL Report With Customer Data

Choose Save Print preview

Define Sort Order

Sort fields

Column content			
POSTING DATE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
DOC TYPE	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
FUND	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Field list

Col. content	
BUS AREA	<input type="radio"/>
CUSTOMER NUMBER	<input type="radio"/>
CUSTOMER NAME	<input type="radio"/>
USER NAME	<input type="radio"/>
DOC NUMBER	<input type="radio"/>
ENTRY DATE	<input type="radio"/>
AMOUNT	<input type="radio"/>
TEXT	<input type="radio"/>
ASSIGNMENT	<input type="radio"/>
REFERENCE	<input type="radio"/>
REF KEY1	<input type="radio"/>

Move columns, check subtotal, then click Copy.

Copy

UNT	DOC TYPE	ASSIGNMENT	RE
.61-	DR	20020630	
.61-	DR	20020630	
.47-	DR	20020630	
.00-	DR	20020717	
.00-	DR	20020717	
.00-	DR	20020717	TR
.47-	DR	20020717	
.00-	DR	20020717	
.00-	DR	20020717	TR
.82-	DR	20020717	
.00-	DR	20020717	TR
.00-	DR	20030401	
.00-	DR	20020630	
.00-	DR	20020630	
.00-	DR	20020630	
.00-	DR	20030401	
.00-	DR	20030402	

ZFIN sapqas OVR

Data may be subtotaled by multiple criteria by selecting the Subtotal icon. Highlight the column headings to be subtotaled in order and click the left arrow to move the selections to the Sort fields side. Check the subtotal box for the field selections to be subtotaled. Columns may be selected for sorting without being checked for subtotal.



GL Report With Customer Data

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMB...	POSTING D...	AMOUNT	DOC T...	ASSIGNMENT
HSC6101	998061000	DEPT OF FUN & ADVENT...	18001132	04/01/2003	200.00-	DR	20030401
	998061008	Dept. of Computer Systems	18001131		150.00-		20030401
	998061008	Dept. of Human Solutions	18001133		100.00-		20030401
	998061004	Dept. of Sparkling Water	18001134		200.01-		20030401
	998061004	Dept. of Sparkling Water	18001137		200.01		20030401
HSC6101					450.00-		
					450.00-	DR	
				04/01/2003	450.00-		
HSC6101	998061005	Dept. of Computer Systems	18001135	04/02/2003	25.00-	DR	20030402
	998061019	Dept. of Law Enforcement	18001136		25.00-		20030402
HSC6101					50.00-		
					50.00-	DR	
				04/02/2003	50.00-		
HSC6101	600000007	Eddie Munsteur	18000037	05/31/2002	100.00-	DR	20020531
	600000007	Eddie Munsteur	18000038		100.00-		20020531
HSC6101					200.00-		
					200.00-	DR	
				05/31/2002	200.00-		

ZFIN sapqas OVR

This report is subtotaled by Posting date.



List Edit Goto Settings System Help

SAP

GL Report With Customer Data

GL Report With Customer Data

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMB...	POSTING D...	AMOUNT	DOC T...	ASSIGNMENT
HSC6101	998061000	DEPT OF FUN & ADVENT...	18001132	04/01/2003	200.00-	DR	20030401
	998061008	Dept. of Computer Systems	18001131		150.00-		20030401
	998061008	Dept. of Human Solutions	18001133		100.00-		20030401
	998061004	Dept. of Sparkling Water	18001134		200.01-		20030401
	998061004	Dept. of Sparkling Water	18001137		200.01		20030401
HSC6101					450.00-		
					450.00-	DR	
				04/01/2003	450.00-		
HSC6101	998061005	Dept. of Computer Systems	18001135	04/02/2003	25.00-	DR	20030402
	998061019	Dept. of Law Enforcement	18001136		25.00-		20030402
HSC6101					50.00-		
					50.00-	DR	
				04/02/2003	50.00-		
HSC6101	600000007	Eddie Munsteur	18000037	05/31/2002	100.00-	DR	20020531
	600000007	Eddie Munsteur	18000038		100.00-		20020531
HSC6101					200.00-		
					200.00-	DR	
				05/31/2002	200.00-		

ZFIN sapqas OVR

To further define the report, filters may be used. To set a filter, select the funnel shaped icon.



GL Report With Customer Data

Define filter criteria

Select, highlight.

Move.

Click.

Filter criteria	Field list
Column content	Col. content
FUND	BUS AREA
	CUSTOMER NUMBER
	CUSTOMER NAME
	USER NAME
	DOC NUMBER
	POSTING DATE
	ENTRY DATE
	AMOUNT
	DOC TYPE
	TEXT
	ASSIGNMENT
	REFERENCE

AMOUNT	DOC T...	ASSIGNMENT
200.00-	DR	20030401
150.00-		20030401
100.00-		20030401
200.01-		20030401
200.01		20030401
450.00-		
450.00-	DR	
450.00-	←...	→
25.00-	DR	20030402
25.00-		20030402
50.00-		
50.00-	DR	
50.00-	←...	→
100.00-	DR	20020531
100.00-		20020531
200.00-		
200.00-	DR	
200.00-	←...	→

Copy

Indicate the criteria for the filter by moving the column header from the field list to the filter criteria list.



GL Report With Customer Data

Filter criteria

Select.

FUND HSC6101 to

Enter selection criteria, then click.

ASSIGNMENT

20030401

20030401

20030401

20030401

20030401

20030402

20030402

20020531

20020531

05/31/2002 200.00

ZFIN sapqas OVR

To set the parameter for the filter, type in a single value or value range. You may also select multiple single values or value ranges by clicking the arrow to the right of the selection line.

NOTE: THESE FIELDS ARE CASE SENSITIVE

Anything that is typed in ALL CAPS on the report will have to be entered in ALL CAPS on the filter criteria selection screen.



GL Report With Customer Data

Print preview

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMB...	POSTING D...	AMOUNT	DOC T...	ASSIGNMENT
HSC6101	998061000	DEPT OF FUN & ADVENT...	18001132	04/01/2003	200.00-	DR	20030401
	998061005	Dept. of Computer Systems	18001131		150.00-		20030401
	998061008	Dept. of Human Solutions	18001133		100.00-		20030401
	998061004	Dept. of Sparkling Water	18001134		200.01-		20030401
	998061004	Dept. of Sparkling Water	18001137		200.01		20030401
HSC6101					450.00-		
					450.00-	DR	
				04/01/2003	450.00-		
HSC6101	998061005	Dept. of Computer Systems	18001135	04/02/2003	25.00-	DR	20030402
	998061019	Dept. of Law Enforcement	18001136		25.00-		20030402
HSC6101					50.00-		
					50.00-	DR	
				04/02/2003	50.00-		
HSC6101	600000007	Eddie Munsteur	18000037	05/31/2002	100.00-	DR	20020531
	600000007	Eddie Munsteur	18000038		100.00-		20020531
HSC6101					200.00-		
					200.00-	DR	
				05/31/2002	200.00-		

ZFIN sapqas OVR

Filtered data will be displayed. The report may be printed or exported to local files as you desire.

Select the "Print Preview" icon to view the report as it will be printed.



GL Report With Customer Data

04/10/2003 With Customer Data

GL Report With Customer Data

Click to return to the initial screen.

FUND	CUSTOMER NUMBER	CUSTOMER NAME	DOC NUMBER	POSTING DATE	AMOUNT	DOC TYPE	ASSIGNMENT	RE
HSC6101	998061000	DEPT OF FUN & ADVENTURE	18001132	04/01/2003	200.00-	DR	20030401	
HSC6101	998061005	Dept. of Computer Systems	18001131	04/01/2003	150.00-	DR	20030401	
HSC6101	998061008	Dept. of Human Solutions	18001133	04/01/2003	100.00-	DR	20030401	
HSC6101	998061004	Dept. of Sparkling Water	18001134	04/01/2003	200.01-	DR	20030401	
HSC6101	998061004	Dept. of Sparkling Water	18001137	04/01/2003	200.01-	DR	20030401	
* HSC6101				04/01/2003	450.00-	DR		
**				04/01/2003	450.00-	DR		
***				04/01/2003	450.00-			
HSC6101	998061005	Dept. of Computer Systems	18001135	04/02/2003	25.00-	DR	20030402	
HSC6101	998061019	Dept. of Law Enforcement	18001136	04/02/2003	25.00-	DR	20030402	
* HSC6101				04/02/2003	50.00-	DR		
**				04/02/2003	50.00-	DR		
***				04/02/2003	50.00-			
HSC6101	600000007	Eddie Munsteir	18000037	05/31/2002	100.00-	DR	20020531	
HSC6101	600000007	Eddie Munsteir	18000038	05/31/2002	100.00-	DR	20020531	

ZFIN sapqas OVR

The printed report will be in the above format.

The report may be printed from this screen or exported to an Excel spreadsheet.

You may also save this report as a variant.



Program Edit Goto System Help

GL REPORT WITH CUSTOMER DATA

GL REPORT WITH CUSTOMER DATA

Account number	5900008000	to		
Posting Date	07/01/05	to	07/31/05	
Business Area	0610	to		
Fund		to		
Document Type		to		
Fiscal Year	2006	to		
Document Number		to		

To run a report of abated accounts enter:

- Account number – 5900008000
- Posting Date – for the fiscal year
- Business Area
- Fiscal Year

Execute.

By using these criteria, a report will execute of all customer accounts that were credited by the abatement procedures for the requested periods.



CASH JOURNAL - ZCAJO

Transaction ZCAJO will display all cash journal postings for your business area for a specific period in a report format.



Program selection:

Cash Journal Number	to	
Posted Amount	to	
Revenue/Customer/GL	to	
User name	to	
Name of Receipt Recipient	to	
Cash Journal Number	to	
Document date in document	to	
Reference document number	to	
Document Status	to	
Posting date in the document	to	
Cash Journal Document Number	to	
Cash Journal Print Indicator	to	
Additional Field 1 for Cash	to	
Additional Field 2 for Cash	to	
Assignment number	to	
Internal Order	to	
Customer number	to	
Funds center	to	
Functional Area	to	
Fund	to	
Business area	to	
Cost center	to	
Cash Journal Line Item Text	to	
CAJO Item Type O=Offsett	to	
Posting date in the document	to	
Transaction type	to	
CAJO Business Transaction	to	
Business Transaction Type	to	

Further processing options:

<input type="radio"/> No further processing	<input checked="" type="radio"/> Interactive list
<input type="radio"/> Display as table	<input type="radio"/> Word processing
<input type="radio"/> Graphics	<input type="radio"/> Spreadsheet
<input type="radio"/> ABC analysis	
<input type="radio"/> Executive Info System (EIS)	
<input type="radio"/> Additional query functions	
<input type="radio"/> File store	
<input type="radio"/> Save with ID	

Status bar: ZCAJO sapap07 OVR

Required fields are:

- **Cash Journal Number** – this is normally the business area. Agencies that maintain multiple cash journals can enter a range of cash journal numbers to view transactions in total for the agency.
- **CAJO Item Type** field – Enter O (alpha character)
- **Posting Date** – Enter a specific date or range of dates

The remaining fields are optional.

NOTE: Document status – P=posted, S=saved, D=deleted and R=reversed. A report of POSTED documents should always include Reversed documents to balance to cash deposited. This field may be left blank to pull all entries and their status



List Edit Goto Settings System Help

SAP

Cash Journal

Choose Save Print preview

Cash Journal

Co...	Recpt recipient	Reference	Pstg date	Doc. date	Invoice_Paid	Revenue/Customer/GL	NCustomer_name	CAJO_Docno	Ty...	F
ARK	ENGLAND SCHOOL DIST.	055277	08/13/2001	08/13/2001	4900007186	0600003443	ENGLAND SCHOOL DISTRICT	1000012418	D	
ARK	Hot Spring County	24821	08/16/2001	08/16/2001	4900006164	0600004869	Hot Springs County	1000013890	D	
ARK	Southeast AR Substance Abuse Svs.	2119	08/17/2001	08/17/2001	24621	0600009305	SOUTHEAST ARKANSAS SUBSTANCE	1000014093	D	
ARK	Nevada County	5711	08/17/2001	08/17/2001	24605	0600007259	Nevada County	1000014116	D	
ARK	U of A at Pine Bluff	094944	08/17/2001	08/17/2001	24695	0998016000	UNIV OF AR AT PINE BLUFF	1000014127	D	
ARK	Northwest Tech Institute	015770	08/17/2001	08/17/2001	23972	0600007421	NORTHWEST TECHNICAL INSTITUTE	1000014171	D	
ARK			08/24/2001	08/24/2001		1100002000		1000017514	B	
ARK			08/23/2001	08/24/2001		1100002000		1000017521	B	
ARK	Summary of customers	1254	08/27/2001	08/27/2001		6060002000		1000017851	R	M
ARK			08/27/2001	08/27/2001		1100001002		1000018042	B	M
ARK			08/27/2001	08/27/2001		6060002000		1000018070	R	M
ARK			08/27/2001	08/27/2001		1100001002		1000018076	B	M
ARK	Mike Price/Auction Esc. Acct.	2887	08/31/2001	08/31/2001		0998013500	UNIV OF AR AT FAYETTEVILLE	1000020326	D	
ARK	Municipal Airport Comm.	7340	09/04/2001	06/30/2001	24700 & 23...	0600010769	Walnut Ridge Regional Airport	1000020957	D	
ARK		016242	09/04/2001	08/10/2001	18005743	0600002021	City Of Corning	1000020958	D	
ARK		006332	09/04/2001	09/04/2001	18005743	0600002021	City Of Corning	1000020959	D	
ARK		21743	09/04/2001	09/04/2001	18005743	0600002021	City Of Corning	1000020960	D	
ARK		059350	09/04/2001	07/24/2001	18005923/...	0600001187	BISMARCK SCHOOL DISTRICT	1000020961	D	
ARK		21147	09/04/2001	06/30/2001	24719	0600002085	City Of Helena	1000020962	D	
ARK		006434	09/04/2001	07/23/2001	24816/24821	0600006436	MAGNET COVE SCHOOL DISTRICT	1000020970	D	
ARK		054087	09/04/2001	06/30/2001	24453	0600011033	WILLIFORD SCHOOL DISTRICT	1000020971	D	
ARK		017991	09/04/2001	08/02/2001	18005692	0600007259	Nevada County	1000020985	D	
ARK		017992	09/04/2001	08/02/2001	18005692	0600007259	Nevada County	1000020986	D	
ARK	Town of Bauxite	1486	09/04/2001	07/06/2001	24805	0600001976	City Of Bauxite	1000021006	D	
ARK		2207544	09/04/2001	08/08/2001	18005724	0998015000	UNIV OF AR FOR MEDICAL SCIENCES	1000021007	D	
ARK		011524	09/04/2001	06/30/2001	24475	0600011151	Yell County	1000021008	D	

CAJO sapap07 OVR

The report executes with all fields displayed. To change view, click the Current Display variant icon.